

POLICY TITLE: Employment: Outside Employment			NUMBER 108.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>2</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to allow its employees to hold second jobs, subject to certain restrictions as detailed below. Outside employment is not encouraged, however, and prior approval of the employee's Department head must be obtained before any such outside employment is allowed.

Policy Basis: Section 12-173 of the Code of Ordinances.

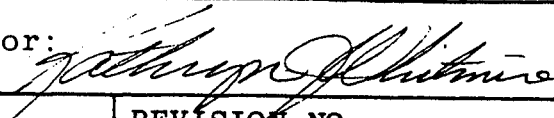
Policy Amplification: The City recognizes the right of its employees to do as they please outside of regular working hours and to use their skills and knowledge to supplement their incomes. However, employee rights must be balanced against the City's need for full productivity during working hours and for employee loyalty.

Requests for permission to allow outside employment shall be submitted in writing to the employee's Department head. The request shall state the name and address of the outside employer, the nature of the job, and the hours of employment. The Department head shall forward the request to the Personnel Department recommending to the Director of Personnel either approval or disapproval. The decision of the Personnel Director with respect to the request shall be final.

In considering requests to allow outside employment, Department heads and the Director of Personnel shall be guided by the following:

1. Whether the outside employment will in any way lessen the employee's efficiency in working for the City;
2. Whether the outside employment is with a City contractor or sub-contractor which may put the employee in a conflict of interest situation; and
3. Whether the nature of the outside employment will adversely affect or impact the employee's capacity to perform his or her responsibilities with the City.

It must be realized that employment with the City is the employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee will be subject to disciplinary action.

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Employees who have accepted outside employment are not eligible for paid absences when the absence is the result of injury on the second job.

Under no circumstances will the Department Director or the Director of Personnel approve a request permitting a member of the department to hold a full-time or part-time position which would deprive another from regular employment. The Department Director will be required to maintain a permanent record of all outside employment which has been authorized.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.